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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
INTRADEPARTMENTAL CORRESPONDENCE

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Memorandum

To: Michael Bridges  
Undersecretary

From: Susan Pellegrin *SP*  
Human Resources Director

Subject: SCHR Recommendations

Date: December 16, 2009

BY *TRC* DATE *12-21-09*  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_

The following is a summary of actions recommended by the SCHR at its December 14, 2009 meeting:

1. To approve the Office of Public Works & Intermodal Transportation's request to reallocate Sharon Balfour's position from DOTD Intermodal Transportation Administrator 1 (AS 618) to DOTD Intermodal Transportation Administrator 2 (AS 620) based upon complexity of duties and responsibilities as well as its comparison to the DOTD Intermodal Transportation Administrator 2 in Public Transit.
2. To revise PPM #18, Americans with Disabilities Act, to reflect recent changes to federal legislation.
3. To revise PPM #21, Substance Abuse and Drug-Free Workplace Policy, to eliminate any post-accident testing conducted under FTA authority and to eliminate random alcohol testing conducted under FTA authority for non-FTA funded ferry operations.

The SCHR considered the possible use of T.O. over hires for the Office of Engineering but decided to wait until more information is received about potential mid-year budget cuts. The SCHR did, however, discuss over hires for the Engineer Rotational Program; the Office of Engineering will proceed with hiring up to five total positions in the ERDP program.

HR updated the SCHR on the status of the Office of Operations' request to reallocate District Administrators' Administrative Assistants to Administrative Assistant 6; i.e., HR is waiting for an unofficial response from Civil Service and HR will update the SCHR at the January 2010 meeting. HR, additionally, presented a proposal to break the Program Manager Job Study into three separate phases, thereby allowing HR to devote adequate time and resources to the project.

RECOMMENDED FOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

RECOMMENDED FOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

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AN EQUAL OPPORTUNITY EMPLOYER  
A DRUG-FREE WORKPLACE

APPROVED

*[Signature]*  
APPROVED

*12-16-09*  
DATE

SCHR Memorandum

December 16, 2009

Page 2

The SCHR reviewed information pertaining to the movement of the Building Maintenance Section from the Office of Management and Finance to the Office of Operations. Finally, HR presented information about revisions to PPM #44, Authority of Real Estate Administrator and Real estate Acquisition Chief; this policy is being updated to reflect the current Secretary's authority.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.

Attachment